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18 January 1954

MEMORANDUM FOR: Chief, Classification and Wage Division

SUBJECT : Reclassification of Position

1. It is requested that the position GS-318-7 (S 52) in the Office of the Chief, Medical Staff, be reclassified as GS-9.

2. The responsibilities of this position have increased considerably since the last formal audit by the Classification and Wage Division.

3. Additional responsibilities include:

a. Acts as recorder for the Medical Office Plans and Policy Board.

b. Acts as recorder for the Medical Office Career Service Board.

c. Maintains suspense list and appropriate follow-up responsibilities for the above Boards.

d. Prepares agenda for the meetings of the above Boards ensuring proper scheduling of matters coming before the Board for action.

e. Acts as Administrative Assistant to the Chief, Medical Staff.

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FOIAB3B

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4. Additional information may be obtained from Mr. [redacted] of the Medical Office on Extension 8153.

[redacted]  
JOHN R. TIETJEN, M.D.  
Chief, Medical Staff

85-5  
1/19/54  
KW

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